

Ohio History Connection State Archives of Ohio Local Government Records Program 800 E. 17<sup>th</sup> Avenue Columbus, OH 43211-2474

DEC 29 2014

STATE AND LOCAL GOVERNMENT RECORDS

## **RECORDS RETENTION SCHEDULE (RC-2)- Part 1**

See instructions before completing this form. Must be submitted with PART 2

Deard of County Commissioners/The Telecommunications Division  Stephen Rabolt  Stephen Rabolt  County Administrator  (Valte)  Stephen Rabolt  County Administrator  (Title)  Stephen Rabolt  (Name)  (Title)  Stephen Rabolt  County Administrator  (Title)  Stephen Rabolt  (Name)  (Title)  Stephen Rabolt  (Name)  (Title)  Stephen Rabolt  (Name)  (Title)  Stephen Rabolt  (Name)  (Title)  (Name)  (Sala)  (Sala)  (Sala)  (Sala)  (Sala)  (Sala)  (Sala)  (Telephone number)  Seast Main Street  Batavia  (City)  (Cipy)  (Zip code)  (County)  Stephen Rabolt  (Sala)  (Sala)  (Sala)  (Sala)  (Telephone number)  (Celephone number)  (County)  (Co					
Stephen Rabolt County Administrator 12/16/19  Stephen Rabolt County Administrator 12/16/19  Section B: Records Commission  ermont County Records Commission  Records Commission (Telephone number)  9 East Main Street Batavia 45103 Clermont (ddress) (City) (Zip code) (County)  10 In have this form returned to the Records Commission met in an open meeting, as required by Section 121.22 ORC, and approved the scheded on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records from gestroyed, transferred, or otherwise disposed of in violation of these schedules and the orecord will be know apposed of which pertains to any perding tigal case, claim, action or request. This action is reflected in the minutes kept by this minission.  12/31/2c and the County Auditor of State Archives  12/31/2c Date  Title Date	ection A: Local Government Unit	(To complete this form of	online, use "tab" key to ju	mp from box to	box.)
Stephen Rabolt County Administrator 12/16/19  Stephen Rabolt County Administrator 12/16/19  Section B: Records Commission  ermont County Records Commission  Records Commission (Telephone number)  9 East Main Street Batavia 45103 Clermont (ddress) (City) (Zip code) (County)  10 In have this form returned to the Records Commission met in an open meeting, as required by Section 121.22 ORC, and approved the scheded on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records from gestroyed, transferred, or otherwise disposed of in violation of these schedules and the orecord will be know apposed of which pertains to any perding tigal case, claim, action or request. This action is reflected in the minutes kept by this minission.  12/31/2c and the County Auditor of State Archives  12/31/2c Date  Title Date	pard of County Commissioners/The To	locommunications Division	9630		
Stephen Rabolt (Name) (Title) (Date)  Records Commission  ermont County Records Commission Records Commission  (513) 735-8660 (Telephone number)  9 East Main Street Batavia 45103 Clermont (County)  whave this form returned to the Records Commission electronically, include an email address:  ereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the scheled on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these recording from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be know sposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this minusion.  **Legal Commission Chair Signature**  Date  **Location Defaultion of State**  **Location Defaultion of State**	Local government entity)	lecommunications Division			·
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## Section E: RECORDS RETENTION SCHEDULE (RC-2) See instructions before completing this form.

Clarm	ont	County	, TTD
	UHL	County	'

8630

(Local government entity)

(Unit)

(1)	(2)	(3)	(4)	(5) (6)
Schedule	Record Title and Description	Retention Period	Media Type	For use by RC-3
Number		*.	•	Auditorsof Required State or by OHS
				OHS-LGRP. LGRP
8630-01	Annual Budget Budget Preparation Paperwork	5 years	Paper/Electronic	
**	Annual Reports			
8630-02	Unit Plans of Work (UPW)	3 years	Paper/Electronic	
	Annual Plans of Work (APW)			
* **	Bids - (Unsuccessful)			
8630-03	Proposals – (Unsuccessful)	2 years after Board	Paper/Electronic	
0000 00	Request for Qualifications (RFQ)	Action	T apen Licetionic	
	Request for Bid (RFB)			
. "	Charge Back Invoices (Copies) - For departmental telephone			
٠.	maintenance/services (TTD's			
	accounts receivables). Records used to document requests for			
8630-04	technical assistance and	2 years	Paper/Electronic	
	responses to these requests as well as to collect information on			
	the user of computer equipment for program delivery, security, or			
	other purposes			
	Computer Usage Files -	.,		
	Electronic files or automated logs created to monitor	,	, ,	
8630-05	computer systems usage	Until no longer of	Flantas = ta	
0030-03	including but not limited to log- in files, system usage files, data	administrative value to agency	Electronic	
, • <b>'</b>	entry logs, Internet access and records of individual computer			
	program usage			
8630-06	Contracts	8 years after completion	Paper/Electronic	
	Data Processing Disaster Preparedness and Recovery			
. , :	Plans - Records relating to the		·	
8630-07	protection and reestablishment of data processing services,	Until superseded by a revised plan	Paper/Electronic	
	equipment and data (back-up files) in case of a disaster -			
	Current plan only			
	Data Processing Operating			
,	Procedures - Procedures for the operation of computer	I footil our over all all		
8630-08	equipment, production control, tape library, system backup,	Until superseded, obsolete or upgraded	Paper/Electronic	
	applications and other aspects		•	
	of data processing operations	•		

## Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

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8630

(Local government entity)

(Unit)

(1)	(2)	(3)	(4)	(5)	(6)	
Schedule	Record Title and Description	Retention Period	Media Type	Foruse by	-RC-3	
Number			·	Auditor of	Required by OHS-	
				State or OHS-LGRP	LGRP	
8630-09	Data Processing Policies - Records of data processing policies including those covering access and security, system development, data retention and disposition and data ownership - Current plan only	Until superseded, obsolete or replaced.	Paper/Electronic			
8630-10	Electronic & Manual Records, Copies - Used to calculate costs occurred and bill departments for services	2 years	Paper/Electronic			
8630-11	Electronic Mail - Email	Retain according to content	Paper/Electronic			
8630-12	Expense Records – Copies of Purchase Orders, Requisitions, Invoices, Billing Records, Receipt Documents and Travel Expense Records	3 years or maintain in Auditor's Accounting System	Paper/Electronic			
8630-13	Call Usage Reports - Summary reports and other records created to document usage for reporting or other purposes.	1 year	Paper/Electronic	Audited mea		
8630-14	Pay Ins to Treasury Records	3 years, provided audited	Paper/Electronic	have been a Auditor of S		
8630-15	Payroll Worksheets – Time Input Worksheets, Time Cards, Payroll Timesheets, Departmental Timesheets, Leave Requests, Individual Payroll Deduction Reports, OBES Reports	3 years	Paper/Electronic	audit report released pu Sec. 117:26	suantto	
8630-16	Personnel Files - Copies	90 days - Original kept at Human Resources	Paper/Electronic	00		
8630-17	Publications, Handbooks, Directives, Manuals, Policies, Rules & Regulations	Permanent until superseded, obsolete or replaced	Paper/Electronic			
8630-18	PBX Backup Files – Copies of master files or database, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction.	Daily Backup – 1 day Monthly Backup – 30 days	Paper/Electronic			

## Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

	11	C	TTD
Clern	iont	County	-11

8630

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RG-3 Required by OHS- LGRP
8630-19	Telephone Call Detail Records (Telemate)	2 years	Paper/Electronic		
8630-20	Uniform Records	3 years, provided audited	Paper/Electronic		
8630-21	Call Data System Files (Telemate)	1 year	Paper/Electronic		
8630-22	Avaya Aura Messaging System Files	Daily – 1 day Monthly – 30 days Quarterly – 90 days	Electronic		

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.